



Bedford Police Department

Standard Operating Procedure

BF-123

Public Records

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I. Policy

It is the policy of the Bedford Police Department that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the Bedford Police Department to adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and available upon request.

II. Definition

The Bedford Police Department, in accordance with the Ohio Revised Code, defines records as including the following: Any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Bedford Police Department are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

III. Procedure

Record Requests

Each request for public records should be evaluated for a response, using the following guidelines:

1. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

2. The requester does not have to put a record request in writing, and does not have to provide his or her identity or the intended use of the public record. It is the office's general policy that this information is not to be requested.

Availability of Record

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into the account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Record Request Denial

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

1. The charge for paper copies is 5 cents per page over 25 pages.
2. The charge for downloading computer files to a compact disc is \$1 per disc.
3. There is no charge for documents e-mailed.
4. Faxed copies will be charged at the paper copy rate.

Mailing Public Records

Requestors may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Payment for Public Records

The cost for copies and any postage is to be received before any records are prepared / mailed.

E-mail

Documents in the electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

1. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business.

2. The record custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

Failure to Respond to a Public Records Request

The Bedford Police Department recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Bedford Police Department's failure to comply with a request may result in a court ordering the Bedford Police Department to comply with the law and to pay the requester attorney's fees and damages, and to pay Court Costs.

APPROVED

Chief of Police/Date _____

Employee/Date _____

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO: CITY OF BEDFORD Records Commission (440) 232-1600 Telephone Number

165 CENTER ROAD

(Address)

Bedford Police

(City)

44146

(Zip Code)

CUYAHOGA

(County)

FROM: CITY OF BEDFORD

(Political Subdivision Name)

POLICE DEPARTMENT

(Unit)

Gregory A Duber

(Name)

Chief of Police

(Title)

(Signature of Responsible Official)

(Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

Subject to selection upon receipt of a
Certificate of Records Disposal (RC-3):

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

Schedule Number	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-I.GRP
09-00001	<u>000 - Administration</u> Standards of Conduct: Rules and Regulations, Standard Operating Procedures, Organizational Chart, Jail Policies and Procedures, Dispatcher Rules and Regulations, Field Training Manual, Job Descriptions, Department copies of City Policies	7 years after revision or rescinded RC-3 Not Required	Multi	
09-00002	Administrative Correspondence: Daybook Memo's, City Administration and internal office correspondence, memo's, memorandum's, daybook sign-offs	2 years and no longer of an administrative value, RC-3 not required	Multi	
09-00003	General Correspondence: This includes both internal and external correspondence; correspondence from various individuals, companies, and organizations supplying or requesting information pertaining to the Police Department. These correspondences are informative and do not attempt to influence Department policy.	1 year and no longer of an administrative value or legal value	Multi	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00004	Routine Correspondence: This includes referral letters, request for information or publications provided to the public by the Department and are answered by standard form letters.	6 months and no longer of an administrative value or legal value	Multi	
09-00005	Transient Records: This includes telephone messages, telephone message books / logs, self-stick removable notes, and other misc. limited records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00006	Unsolicited Correspondence, reports, plans, drawings, renderings, maps, or proposals, unsolicited mail, unsolicited e-mail, and similar unsolicited communications	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00008	Drafts, informal notes, reminder notes	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00009	Copies, duplicates, reading, informational and reference	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00010	Computer generated periodic reports, from records management system for review and comparisons	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00011	Lists, rosters, informational directories, address and telephone number record	Until revised, superceded, or obsolete, no longer of an administrative value, RC-3 not required	Multi	
09-00012	Professional magazines, trade publications, catalogs and similar publications and reference material	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00013	Bulletins, posters, general notes, displays	Retain until no longer of an administrative value, then destroy, RC-3 not required	Paper	
09-00014	Vendor & Suppliers information	Retain until no longer of an administrative value, then destroy, RC-3 not required	Paper	
09-00015	Business cards, rotary & Rolodex files	Until revised, superseded, or obsolete, no longer of an administrative value, RC-3 not required	Multi	
09-00016	Planning, scheduling, calendar, training information & data on display boards, erasable & dry-erase boards, chalkboards, easel pads, and electronic media	Until revised, superseded, or erased, no longer of an administrative value, RC-3 not required	Multi	
09-00017	Hourly, daily, weekly, monthly, yearly appointment books, records, calendars, schedules, organizers, planners	Until revised, superseded, or erased, no longer of an administrative value, RC-3 not required	Multi	
09-00018	All blank formatted forms used within the department	Until revised, superseded, or obsolete, no longer of an administrative value, RC-3 not required	Multi	
09-00019	Data on Personal Computers, Laptops, PDA, portable PCs, computer systems & servers, hard drives, RAM, disks, zip disks, diskettes, compact discs, tapes, cartridges, flash memory cards, and other electronic storage media	FDISK, format, reformat, overwrite, erase, or delete data as administratively necessary, RC-3 not required	Multi	
09-00020	Awards, newspaper articles, clippings, photographs, negatives, slides, images & scrapbooks	Permanent	Multi	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00021	Bedford Police Department Annual Report	Permanent	Multi	
09-00022	Bedford Police Department Annual Budget preparation documents & final report	3 Years Provided Audited	Multi	
09-00023	Exhibits, plans, drawings, diagrams, plats, maps, renderings or other visual aids, used at meetings	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00024	Presentations or speeches, Power points	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00025	News and Press Releases	2 Years	Multi	
09-00026	Voice Mail, Cellular phones, pagers, caller ID, telephone answering machine messages, recordings and data	Erase & Reuse when no longer of an administrative value, RC-3 not required	Multi	
09-00027	Licenses, permits, authorizations issued to department	5 years	Multi	
09-00028	Unsuccessful / Non-funded State and Federal Grant applications, requests	2 years after decision is rendered	Multi	
09-00029	Successful / Funded State and Federal Grants including all documentation	7 years after expiration of Grant, provided audited and any disputes resolved	Multi	
09-00030	City Disaster Plans	6 years, revised, RC-3 not required	Multi	
09-00031	Department Towing Company Agreements	3 years	Multi	
09-00032	Department generated accounts payable and accounts receivable worksheets, copies of purchase orders, requisitions, etc.	3 years provided Audited	Multi	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00033	Department vehicle purchase and maintenance documents and worksheets	3 years provided Audit	Multi	
09-00034	Department property / equipment inventory worksheets, operating & maintenance manuals, maintenance & repair records	Until property / equipment is no longer the property of the Department	Multi	
09-00035	Computer Card Entry access and Intercom Data	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00037	Card Entry Data Information	Retain until no longer employed and of no administrative value, RC-3 not required	Computer	
09-00038	Audio, video, digital recordings, images, not specifically scheduled	Erase and reuse when no longer of an administrative value RC-3 not required	Multi	
09-00039	Electronic mail (E-Mail)	Print E-Mail of significant administrative, fiscal or legal value. File paper copy according to content. Delete E-Mail when no longer of an administrative value, RC-3 not required	Multi	
09-00040	Professional Organizations & Association Files	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00041	Dept Copies of Southeast Area Law Enforcement (SEALE) Meeting Agendas, Minutes, Notes	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00041	SEALE Child Abduction Response Team (CART) call list, forms	Continually revised, updated or erased, RC-3 not required	Multi	
09-00042	SEALE Child Abduction Response Team (CART) Directives, Memorandums & correspondence	3 Years	Multi	
09-00043	Training materials: manuals, recordings, video, notes, bulletins, and notices	Retain until no longer of an administrative value, then destroy, RC-3 not required	Multi	
09-00044	Department Copy of Overtime/ Comp Time Slips, Time-off requests, sick leave/funeral leave, reason for sick leave, and vacation leave requests	4 years	Paper	
09-00045	Work Schedules	3 Years	Multi	
09-00046	Ohio Public Records compliance File: RC-1, RC-2 and RC-3	25 years	Paper	
09-00047	Department Employee Roster	Continually revised, updated or erased, RC-3 not required	Paper	
09-00048	Job Descriptions	7 Years after revised or recinded	Multi	
09-00049	In-Service Training , lesson plans, maunuals, handouts	7 years after revised or recinded	Multi	
09-00050	Dept copies of Labor Agreements	Retain until no longer of an administrative or legal value, RC-3 not required	Paper	
09-00051	Speed Sentry Results / Reports	Retain until no longer of an administrative or legal value, RC-3 not required	Multi	
09-00052	Subject Resistance Reports	7 Years provided no action pending	Paper	
09-00053	Part Time work schedule	Retain until no longer of an administrative value, RC-3 not	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00054	Auxiliary Police Records ó Non Personnel	3 Years	Multi	
09-00055	SEALE Unit Procedures	Continually revised, updated or erased, RC-3 not required	Multi	
09-00056	Personal miscellaneous administrative, executive and supervisor reference files	Retain until no longer of an administrative value, RC-3 not required	Multi	
09-00057	All Invoicing / Billing / payment records	3 years provided audit	Paper	
09-00058	Payroll sheets ó dept copy	3 years provided audit	Paper	
09-00059	Training critiques	Retain until no longer of an administrative value, RC-3 not required	Paper	
09-00060	Observation Memoes / Log	2 years	Paper	
09-00061	SEALE Academy ó class attendance records	3 years, RC-3 not required	Paper	
09-00062	Employee sick time log	Continually updated, RC-3 not required	Computer	
09-00063	Subject resistance log	Continually updated, RC-3 not required	Computer	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
	<u>100 – Personnel Management</u>			
09-00100	Department Civil Service and Civilian Employment Checklist & Forms used for Background investigation	Until revised, superseded, or obsolete, no longer of an administrative value, RC-3 not required	Multi	
09-00101	Department Copy - City or Civil Service Application for Employment (NOT HIRED)	7 Years after position is filed	Paper	
09-00102	Department Copy - City or Civil Service Application for Employment (HIRED)	7 Years after employee leaves municipal employment	Paper	
09-00103	Department Background Investigation: All items marked on Checklist Form. (NOT HIRED)	7 Years after position is filed	Paper	
09-00104	Department Background Investigation: All items marked on Checklist Form. (NOT HIRED)	7 Years after employee leaves municipal employment	Paper	
09-00105	Field / Probationary Training Records	7 Years after employee leaves municipal employment	Paper	
09-00106	Letter of Appointment or Hire	7 Years after employee leaves municipal employment	Paper	
09-00107	Oath of Office & any Promotional Oath of Office	7 Years after employee leaves municipal employment	Paper	
09-00108	Personnel Record File	7 Years after employee leaves municipal employment	Multi	
09-00109	Letters of thanks, appreciation, recognition, commendation	7 Years after employee leaves municipal employment	Paper	
09-00110	Employee requests for assignment	7 Years after employee leaves municipal employment	Paper	
09-00111	Notice of promotions, appointments or special assignments	7 Years after	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00112	Request for tuition reimbursement	7 Years after employee leaves municipal employment	Paper	
09-00113	Department copy of Payroll Change Notice	7 Years after employee leaves municipal employment	Paper	
09-00114	Request to carry optional weapon	3 Years, when no longer in use	Paper	
09-00115	Part time / Off-duty job requests	3 Years, no longer working job	Paper	
09-00116	Standards of Conduct annual review acknowledgement	When updated, no longer of an administrative value, RC-3 not required	Paper	
09-00117	Line of Duty Death Information	Upon revision or leaves municipal employment, RC-3 not required	Paper	
09-00118	Departmental accumulated overtime worksheets	7 Years after employee leaves municipal employment	Paper	
09-00120	Internal Employee Standards of Conduct Inquiries	No longer of an administrative or legal value, RC-3 not required	Paper	
09-00121	Citizen complaints against police personnel of Unfounded of No Standard of Conduct violations	3 years and no longer of an administrative value, RC-3 not required	Multi	
09-00122	Citizen Complaints against police personnel - Founded	7 years and no longer of an administrative or legal value	Multi	
09-00123	Employee Grievances, response, appeals, arbitration, factfinding reports	7 years and no longer of an administrative or legal value, RC-3 not required	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00124	Employee disciplinary investigation and action	7 years and no longer of an administrative or legal value, RC-3 not required	Multi	
09-00126	Employee Development Files ó performance reports, personal notes	Until no longer of administrative or legal value, RC-3 not required	Multi	
09-00127	Personnel Training Certificates / Licenses	7 years after employee leaves municipal employment	Paper	
09-00128	Employee Performance Evaluations	7 years after employee leaves municipal employment	Paper	
09-00129	Employment /Job Opening Notices	7 years	Paper	
09-00139	Employee request to attend schools, seminar, training	Retain until no longer of an administrative or legal value, RC-3 not required	Paper	
09-00140	Department Copy of Family Medical Leave Requests	7 years after date of issuance	Paper	
09-00141	Personnel medical Documentation	7 years after employee leaves municipal employment	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
	<u>200 – Operations</u>			
09-00201	Local, State, Federal Ordinances, Laws or Statutes	Until Revised, superseded or obsolete, RC-3 not required	Multi	
09-00202	Police Firearms/Weapons Training Records	Permanent	Multi	
09-00203	In car Video / Audio recordings	Retain until no longer of an administrative value, erase or reuse, RC-3 not required	Magnetic	
09-00204	Photographs ó CAD / Incidents	Merge with Report	Multi	
09-00206	Photographs ó Evidence	Merge with Arrest File	Multi	
09-00207	Recovered Property Recordsó Evidence and/or Found	3 years after final disposition and disposal of property	Computer	
09-00208	Auction Records ó evidence / found & recovered property	10 years after disposal of property	Paper	
09-00209	Firearms and weapons Destruction Records	15 Years	Paper	
09-00210	OIC Daily Duty & Equipment Log	Retain until no longer of an administrative value, erase or reuse, RC-3 not required	Multi	
09-00211	Officer log of issued Summons book, Traffic Ticket book, Parking Ticket book	3 Years provided audit	Paper	
09-00212	K-9 Reports	7 years and no longer of an administrative or legal value, RC-3 not required	Multi	
09-00213	Vehicle Work Orders	Until no longer of an	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
	<u>300-Dispatch Center</u>			
09-00301	CCTV recordings	Until overwritten on hard drive and no longer of administrative or legal value, RC-3 not required	Computer	
09-00302	Digital Audio Recordings	Until overwritten on hard drive and no longer of administrative or legal value, RC-3 not required	Computer	
09-00303	Dispatcher Notes	Until no longer of administrative value, RC-3 not required 2 Years	Paper	
09-00304	Visitors Key Control Log	Continually updated, revised, or superceded, RC-3 not required	Paper	
09-00305	9-1-1 Master Street Address Guide (MSAG)	2 years	Multi	
09-00306	9-1-1 Call Log (ANI / ALI)	2 years and no longer of an administrative value, RC-3 not required	Paper	
09-00307	9-1-1 Inquiry / message change form	Until no longer of administrative or legal value, no RC-3 required	Paper	
09-00308	Vehicle Equipment Violation Log	1 year, Rc-3 not required	Paper	
09-00309	State Alarm Records	3 Years	Paper	
09-00310	Jail Key Log	3 Years, no longer of an administrative	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
	<u>400-Records Room</u>			
09-00401	TAC Computer Records Management System (RMS)	Continually updated, revised, or superceded, RC-3 not required	Computer	
09-00402	TAC Computer Records Management System Data	10 Years, continually maintained and updated, RC-3 not required	Computer	
09-00403	LEADS & NCIC Validations	3 years	Paper	
09-00404	LEADS entries for missing juveniles, missing persons, stolen articles, warranted persons	2 years and no action pending	Paper	
09-00405	LEADS Newsletter	1 year, RC-3 not required	Paper	
09-00406	LEADS Audit Reports	3 Years	Paper	
09-00407	LEADS/NCIC Policy and Procedure manual	Until superceded, RC-3 not required	Paper	
09-00408	LEADS/NCIC/ Teletype messages	Until no longer of administrative or legal value, then destroy, RC-3 not required	Paper	
09-00409	Offense/ Incident Reports ó Non Criminal & Misdemeanors	Until no longer of administrative or legal value	Paper	
09-00411	Offense / Incident Reports ó All Felonies ó except homicides	7 years, no longer of administrative or legal value	Paper	
09-00412	Offense / Incident Reports & Evidence ó Homicides	Permanent	Paper / Computer	
09-00413	Criminal Arrest Folder Files ó Misdemeanor and Felony	7 years, no action pending	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00414	OH-1, OH-2, OH-3, OH-4 Crash Reports ó property damage and injury	3 years provided no longer of administrative or legal value	Paper	
09-00415	OH-1, OH-2, OH-3, OH-4 Crash Reports ó Fatality	7 years	Paper	
09-00416	Officers hard copy of misdemeanors summons, hard copy of traffic citations and yellow copies of parking citation books, includes all copies of voided traffic tickets	3 years, entered into RMS	Paper	
09-00418	Voided Parking Citation	3 years, entered into RMS	Paper	
09-00419	Request to Void Parking Ticket	Transfer reason into RMS parking ticket file and destroy, RC-3 not required	Paper	
09-00420	TAC RMS CAD Bulletin Board Message	Until no longer of administrative value, erase, RC-3 not required	Computer	
09-00421	TAC RMS CAD Man Power Date	Continually superseded, updated and revised, RC-3 not required	Computer	
09-00423	TAC RMS Officer / Vehicle Assignment Log	Continually updated, no longer of administrative value, RC-3 not required	Computer	
09-00425	TAC RMS Alarm Billing/Invoice File	3 years, no longer administrative or legal value, provided audit, RC-3 not required	Paper / Computer	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00426	RMS ó Business / Fire Director	Continually updated, revised, superseded or erased, RC-3 not required	Computer	
09-00427	RMS _ Parking Permissions	1 Year, RC-3 not required	Computer	
09-00428	Records Request Letters	3 years	Paper	
09-00429	Lock out and push bumper waivers	3 years	Paper	
09-00430	Tow Slips	3 Years after disposition	Paper	
09-00431	Receipt books, receipts	3 years provided audit	Paper	
09-00432	Vacation Check & Special Attention Cards	30 days and no longer of an administrative value, RC-3 not required	Paper	
09-00433	All Receipt Books	3 years, provided audit	Paper	
09-00434	Bicycle License registrations	7 years	Paper	
09-00435	Muni Lot Parking Permission	3 years, provided audit	Paper	
09-00436	Contact Cards	Entered into RMS, destroyed, RC-3 not required	Paper	
09-00437	Missing Person	Until found and 7 years, erase the data in RMS, RC-3 not required	Paper / Computer	
		Until no longer		

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
09-00441	Sent Facsimiles	Until no longer of administrative value, RC-3 not required	Paper	
09-00442	Gym Sign-in	Until no longer of administrative value, RC-3 not required	Paper	
09-00443	Copy of Liquor control permits	Upon renewal or 1 year, RC-3 not required	Paper	
09-00444	Charitable Gambling permits	3 years provided audit	Multi	
09-00445	Streetlight Outage Notification	1 year, RC-3 not required	Paper	
09-00446	Ride-along waivers	1 year, RC-3 not required	Paper	
09-00447	Solicitor Registration	2 years	Paper	
09-00448	Applications for special events ó dept copy	1 year, RC-3 not required	Paper	
09-00449	Warning Notices	Enter into RMS then destroy, RC-3 not required	Paper	
09-00450	Recovered Auto Thefts	3 years, no action pending	Paper	
09-00451	Miscellaneous reports / forms ó non-arrest	7 years	Paper	
09-00452	Written Statements ó non-arrest	7 years	Paper	
09-00453	Preventive Patrol Reports	2 years	Paper	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP
	<u>500-Jail</u>			
09-00501	RMS Arrest Booking File	10 Years, file deleted, RC-3 not required	Computer	
09-00502	Paper copy of Arrest Booking File	Merge with Arrest File	Paper	
09-00503	RMS Juvenile Arrest Booking File	Until age 18, RC-3 not required	Paper	
09-00504	Paper copy of Juvenile Arrest Booking File	Merge with Arrest File	Paper	
09-00505	Fingerprints of Adults	Until age 80 or deceased	Paper / Computer	
09-00506	Fingerprints of Juvenile	Forward to Juvenile Court or until age 18, RC-3 not required	Paper / Computer	
09-00507	Paper copy Jail Inmate personal property record	3 years	Paper	
09-00508	Paper copy jail inmate health screening record	3 years	Paper	
09-00509	Prisoner logs: Jail Activity Daily Cleaning Linen issued/returned Monthly security check Monthly first-aid kit inventory Monthly rodent inspection Prisoner hair cut request Medication Visitation	3 years, no pending action	Paper	
09-00510	Request for Health Care	3 years until no longer of		

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09-00515	DVD Recording	Merge with arrest file	DVD	
09-00516	BAC ó Breath Testing Log Book	3 Years	Paper	
09-00517	BAC ó Calibration Log	3 Years	Paper	
09-00518	BAC ó Testing Solution Affidavit Log	3 Years	Paper	
09-00519	BAC ó DataMaster maintenance Log	3 Years	Paper	
09-00520	Bureau of Adult Detention files & reports	10 Years	Paper	
09-00521	Jail fire inspection reports	10 Years	Paper	
09-00522	Jail health Inspection reports	10 Years	Paper	
09-00523	Jail billing log / Invoices	3 years provided audit	Multi	
09-00524	Inmate Rules	Continually updated, revised or superseded, RC-3 not required	Multi	
09-00525	Arrest Blotter	Permanent	Paper / Computer	

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Schedule Number	Records title and description	Retention Period	Media Type	For use by the Auditors of State or OHS-LGRP

